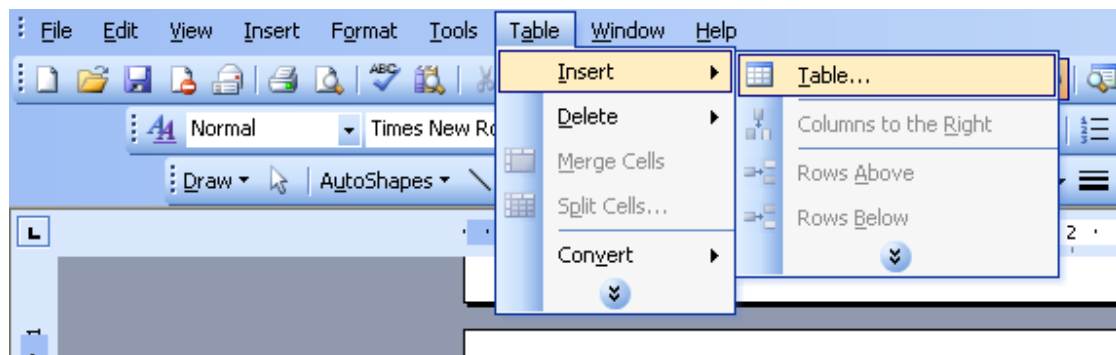


Cover page

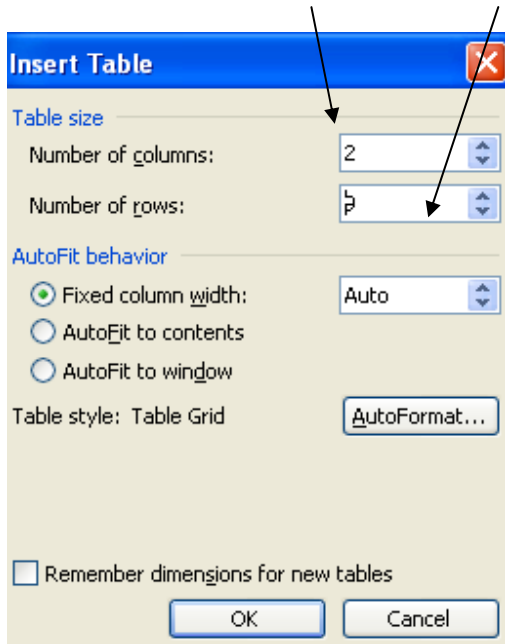
Your cover page should be in the form of a word TABLE. similar to the following:

Title	How to prepare a printed assignment
	by
Name:	Jin Ting
Class:	EP1
Teacher	Mr Fogarty

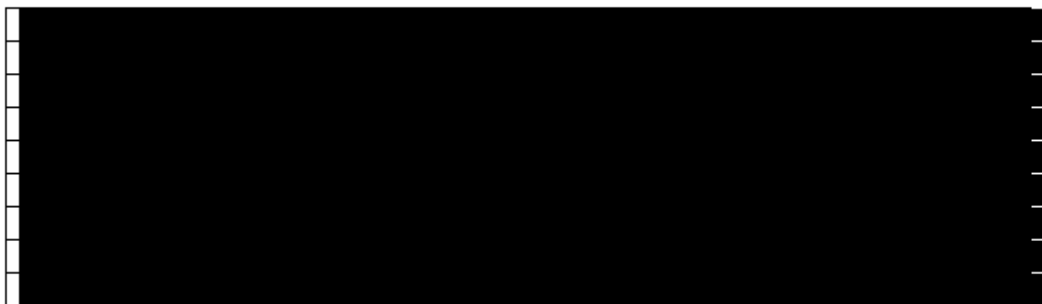
To **CREATE TABLE**, select: Table, Insert, Table



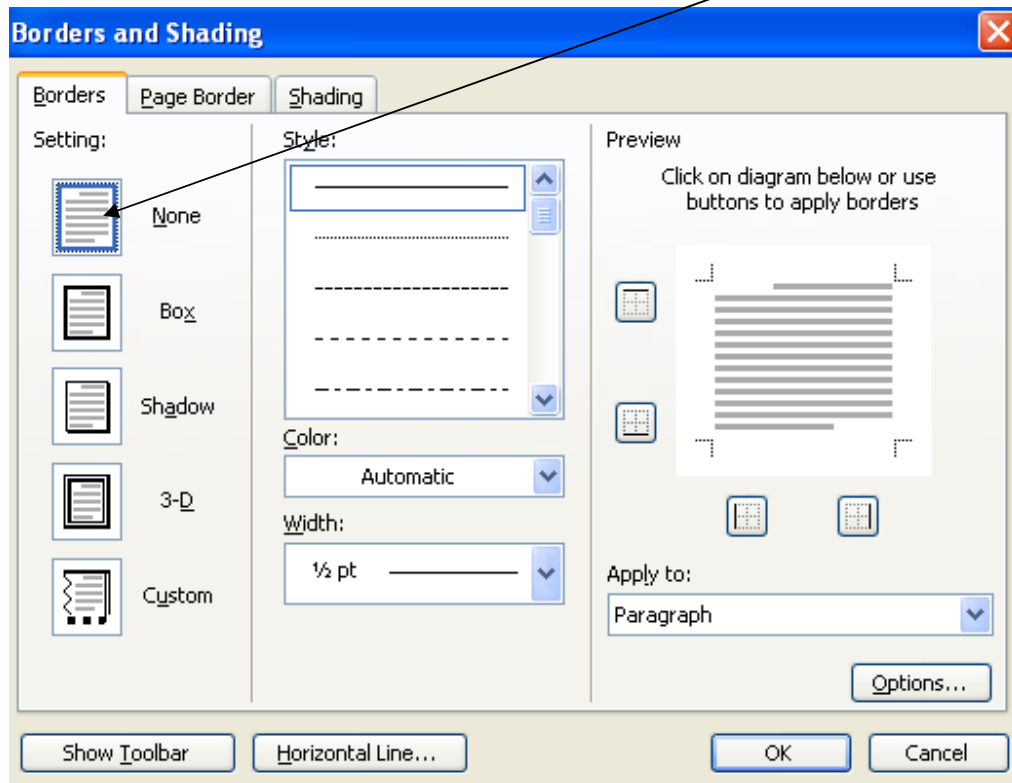
Make your table with 2 columns and 9 rows.



Now get rid of the borders around the Table by '**Selecting**' the Table



Then select Format, Borders and Shading and choose the 'None' option for borders.



Later, when you print this table, it will not include borders.

Set up your table similar to the sample below:

